



CAMBRIDGE ASSESSMENT – IGCSE /AS /A LEVEL EXAMINATIONS
(NOVEMBER 2023)
REGISTRATION FORM
PRIVATE CANDIDATES

Standard Registration Period : 5th June 2023 (Monday) to 11th August 2023 (Friday), 1700 Hrs (Singapore Time)

Late Registration Period : 12th August 2023 (Saturday) to 15th September 2023 (Friday), 1700 Hrs (Singapore Time)
An additional late fee of S\$180 per subject will be imposed for any entries or amendments made during this period.

Late Registration Period : 16th September 2023 (Saturday) to 22nd September 2023 (Friday), 1200 Hrs (Singapore Time)
An additional late fee of S\$420 per subject will be imposed for any entries or amendments made during this period.

Registration Process:

Step 1: Download the “List of Subjects And Options – N2023” document and “Registration Form for Pte Candidates – N2023” from SSTC Institute’s Website. Complete the form by following the instructions given for each section and field.

Step 2: Email the **completed** registration form to muhamadibrahim@sstc.edu.sg **AND** crystal.wong@sstc.edu.sg. Alternatively, you may also drop by SSTC Institute to hand-over the printed copy of the application to the Front Desk.

Step 3: You will receive an acknowledgement email from us within 3 days of receipt of the registration form. We will advise you on the payable amount and modes as well, and any other information we may require.

Step 4: **Payment must be done by the deadline stated above.** Otherwise, a late fee will be imposed for each subject. It is the responsibility of the applicant to ensure there is enough time to complete the payment before the deadline.

Step 5: Once payment is confirmed, SSTC will proceed to register the student for the examinations. A Statement of Entry will be provided after successful registration.

NOTE: Assuming that the

- Registration Form is completed accurately,
- Supporting document(s) submitted promptly,
- Payment made within 24 hours of receiving the payment details by email,

the entire process will be completed in 7 days.

Enquiries or Application Form submitted 3 days before the deadline may miss the deadline and hence, may incur the late fees.

REFUND POLICY

- After successful registration, if a written notice of withdrawal from the exam has been given **before the standard registration deadline, an administrative fee of 35% of the total fees paid will be imposed.**
- You will **not receive a refund** after the standard registration deadline.



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SECTION 3: PREVIOUS ATTEMPTS OF CAMBRIDGE EXAMS (IGCSE / O LEVEL / AS & AL)

Tick this box if this section is **NOT** applicable to you.

Year of Exam	Examination Series (e.g. June / November)	Centre Number*	Candidate Number

* Include any attempts in SSTC Institute in the previous series as well.

SECTION 4: IF THE CANDIDATE NEEDS ANY ACCESS ARRANGEMENTS

Tick this box if this section is **NOT** applicable to you.

Elaborate the access arrangements to be requested:

List the Supporting Documents available as evidence for the access arrangements requested:

1. _____
2. _____
3. _____
4. _____

Note that the facilitation of certain access arrangement may involve the deployment of additional resources. As such, the costs of the deployment of these additional resources, if any, will be borne by the candidate requesting for it.

Note that any request for Access Arrangements will be submitted to Cambridge Assessment International Education (CIE) on behalf of the student and the final decision will be made by CIE. The candidate will be notified of the outcome. No refund will be allowed regardless of the outcome of the access arrangement request.



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SECTION 5: SUBJECT SELECTION

Qualification Level:

- Cambridge IGCSE
- Cambridge International AS & A Level

Subjects and Options:

Complete this table by referring to the “List of Subjects and Options” document.

Do not write anything in the spaces below “FOR OFFICIAL USE”.

S/No.	Syllabus Code				Option Code		Examination Fee			FOR OFFICIAL USE
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
TOTAL FEE (SGD) (inclusive of GST)										

FOR OFFICIAL USE

Payment Date: _____ Payment Mode: _____

Payment Receipt Processed by: _____

Payment Receipt Number: _____



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SECTION 6: SUPPORTING DOCUMENTS

Documents must be colour scans of the original, where applicable. Please ensure no part or pages of the document are missing. Unclear/missing documents will lead to a delay in processing of your application.

Do not write anything in the spaces below “FOR OFFICIAL USE”.

Supporting Documents	Tick (✓) to confirm you have included this	FOR OFFICIAL USE
NRIC (for Singaporean and Singapore PR Candidates)		
Passport Biodata Page (for Non-Singaporean Candidates – including Singapore PR)		
Medical/Supporting Document(s) for Access Arrangement listed on Page 3		
Supporting Document:		
Supporting Document:		

SECTION 7: DECLARATION

- I have read through and understood all the contents of this document.
- I have ensured that all the information provided by me is true and accurate.
- I agree to abide by the refund policy as stated on Page 1 of this document.
- I agree to bear any additional costs incurred by the exam centre for administering my request for access arrangement.
- I agree to not hold the staff of SSTC Institute responsible for the outcome of my registration

Note: Ensure to check that all the information you have provided in this form is accurate. An amendment fee will be imposed for any changes/amendments requested after the Standard Registration deadline.

Signature: _____

Date: _____

(Guardian/Parent’s signature, if candidate is less than 18 years old)

(Candidate’s signature, if candidate is 18 years old or more)

END OF REGISTRATION FORM